

**CLASSIFICATION DESCRIPTION**  
**FULL SERVICE COMMUNITY SCHOOLS COORDINATOR**

<b><u>TITLE OF IMMEDIATE SUPERVISOR:</u></b> Site Principals	<b><u>DEPARTMENT:</u></b> District Wide	<b><u>FLSA STATUS:</u></b> <i>Exempt</i>
<b><u>ACCOUNTABLE FOR (Job Titles):</u></b>	Position is Grant Funded	<b><u>PAY GRADE ASSIGNMENT:</u></b> <i>Duluth District-Wide Instructional Administrators' Association, Pay Class I-B 46 Weeks</i>

<b>GENERAL SUMMARY OR PURPOSE OF JOB:</b>
Work in partnership with the school principal, Board of Directors, Policy Committee members, School and Community Staff, and Service Providers to develop and lead an integrated FSCS Establish, facilitate, and provide training for parent and youth advisory boards. Work in partnership with the Site-Based Planning Committee, coordinate and implement inter-generational programs that support the goals and objectives of the FSCS. Work closely with school staff to facilitate strong school/community connections, ensure integration of school-community services, and alignment of services with the goals and objectives of the FSCS. Work with members of the Policy Committee and Site-based Planning Committee to provide publicity and promotion of FSCS events and programs.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	In partnership with the Site-Based Planning Committee to coordinate program evaluation and formalize decision making processes relative to aligning services with evaluation outcomes
2.	In partnership with school principal, recruit and hire staff, AmeriCorps and VISTA members; provide staff training and support, supervision, and termination of staff
3.	Work with members of the Policy Committee and Site-based Planning Committee to provide publicity and promotion of FSCS events and programs
4.	Attend all FSCS Board meetings, and work closely with board members to ensure alignment of FSCS services with mission, goals, and objectives
5.	Attend Site Team meetings, Planning Committee meetings, and Service Provider meetings: Provide facilitation and leadership as needed to ensure integration of FSCS services and communication among individuals and organizations involved in directing the activities of the FSCS Collaborative

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6.	Establish, maintain, and expand connections with other like-minded organizations, individuals, and agencies
7.	Seek to adapt program offerings as needed to respond to evolving needs, availability of resources, and partnership opportunities
8.	Encourage all people associated with the FSCS Collaborative activities to develop their creative potential, spirit of cooperation, hope, and positive attitude toward learning and growth
9.	Other duties as required by the Site-based Planning Committee

**CERTIFICATION OR LICENSING REQUIREMENTS:** (prior to job entry)

Applicants must hold a Bachelor's degree in Human Services field.

- KNOWLEDGE REQUIREMENTS:** (Requires knowledge of)
- Commitment to the mission, goals and philosophy of the Full Service Community School model
  - Excellent organizational and communication skills
  - Supervisory experience with exceptional problem solving skills
  - Understand the process of grant writing and budget management
  - Demonstrated ability to organize events and programs
  - Experience working with a non-profit board of directors, preferred
  - Experience with, and commitment to, providing cultural, life-skills, educational and recreational programming to high-needs youth and families
  - Ability to organize and facilitate meetings
  - Ability to work effectively with families, youth, school staff, and service providers from diverse cultural, socio-economic, and educational backgrounds to create purposeful partnerships that support the goals and objectives of the FSCS

**PHYSICAL REQUIREMENTS:** (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√

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	Taste and smell	√			
<b>Lift &amp; Carry:</b>	Up to 10 lbs.		√		
	Up to 25 lbs.	√			
	Up to 50 lbs.	√			
	Up to 100 lbs.	√			
	More than 100 lbs.	√			

**GENERAL ENVIRONMENTAL CONDITIONS:**

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

**GENERAL PHYSICAL CONDITIONS:**

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>Vision Requirements:</b> (Check box if relevant)		<b>YES</b>	<b>NO</b>
	No special vision requirements	√	
	Close Vision (20 in. of less)		
	Distance Vision (20 ft. of more)		
	Color Vision		
	Depth Perception		
	Peripheral Vision		

**JOB CLASSIFICATION HISTORY:**

Bjorklund Compensation Consulting, LLC, completed the banding and grading on January 25, 2016.

Full Service Community Schools Coordinator (DDWIAA)